

**NOTICE REGARDING ORAL ARGUMENTS  
IN THE COURT OF APPEALS**

To ensure that you are available for oral argument, you must advise the court, in writing, of any potential conflicts with your schedule. You may give notice of potential scheduling conflicts either by letter or with this form. The scheduling of oral argument occurs as soon as possible after the first responsive brief is filed. *See* Minn. App. Spec. R. Pract. 1. Thus, you should advise the court of any scheduling conflicts ***by not later than the due date of the first responsive brief.***

Oral arguments typically are set for a date between one and two months after the date on which scheduling occurs. Thus, you should consider your schedule ***for the first two months after the due date of the first responsive brief and for an additional three months.*** In addition, you have ***a continuing duty*** to update the court of additional potential scheduling conflicts that later arise. If you fail to notify the court of a potential scheduling conflict before a case is scheduled, a request to reschedule the oral argument will be granted only “upon a showing of extreme emergency,” Minn. App. Spec. R. Pract. 2, ¶ 3, which generally does not include reasons that were known or foreseeable before the date on which scheduling occurs.

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**Case Name:** \_\_\_\_\_

**Case No.:** \_\_\_\_\_

**Attorney Providing Information:** \_\_\_\_\_

**Which Party Does Attorney Represent?:** \_\_\_\_\_

**Check One:**

\_\_\_\_\_ **Unavailable for oral arguments on:** \_\_\_\_\_  
OR  
\_\_\_\_\_ **No conflicts to be considered in setting oral arguments**

**Date:** \_\_\_\_\_  
\_\_\_\_\_ (signature)

**Copies served on:** \_\_\_\_\_ (name) at

\_\_\_\_\_ (address)

**Personally/By Mail (select one) on** \_\_\_\_\_ (date)

**Return to: Clerk of the Appellate Courts  
305 Minnesota Judicial Center  
25 Rev. Dr. Martin Luther King, Jr., Blvd.  
St. Paul, MN 55155**

**DO NOT USE THIS FORM TO SUBMIT OTHER INFORMATION, INCLUDING  
CHANGE OF ADDRESS**